Delete Tabs and Leaders

- In this tutorial, you will learn how to remove **TABS** and **TAB LEADERS** from your Microsoft Word 2010 document.
- **TABS** and **TAB LEADERS** can be removed using the **CLEAR** button in the **TABS DIALOG BOX**.

### Locating the Clear Button

The **TAB** and **LEADER** settings are located in the **TABS DIALOG BOX** and can be found by opening the **PARAGRAPH DIALOG BOX** and then clicking the **TABS** button.
Removing an Existing TAB and Dot LEADER

Step 1: Open your Microsoft Word document and locate the area in which you would like to remove a TAB or TAB LEADER. Position your cursor within the line of text by clicking anywhere in the sentence. In this example, we will assume you would like to remove an existing TAB and a dot LEADER from a line of text within your document.

Step 2: Click the PARAGRAPH DIALOG BOX LAUNCHER button on the HOME tab in the PARAGRAPH group to open the PARAGRAPH DIALOG BOX.
Step 3: Once the PARAGRAPH DIALOG BOX is open, click the **TABS** button to open the TABS DIALOG BOX.

Step 4: Select the TAB stop you would like to clear. Then click the **CLEAR** button.
Step 5: Click the **OK** button in the **TABS DIALOG BOX** to apply the changes.

Finish: By following these steps, you can remove an existing **TAB** and a **TAB LEADER** in your document.